

## EVALUATION CRITERIA

Name: \_\_\_\_\_

Date: \_\_\_\_\_

<p><b><u>Criterion 1: Personal Qualities</u></b></p> <p>The Department Chair exhibits personal qualities and values which are conducive to a positive image when viewed by others.</p> <p><u>Indicators:</u> The evaluation process assesses the extent to which the Department Chair:</p> <ul style="list-style-type: none"><li>1.1 Is appropriately dressed for assigned duties; is neat and clean.</li><li>1.2 Uses voice effectively.</li><li>1.3 Is tactful.</li><li>1.4 Is patient.</li><li>1.5 Is tolerant and open-minded; accepts constructive criticism.</li><li>1.6 Is punctual and efficient in meeting all assignments.</li><li>1.7 Displays self-control in emotional situations.</li><li>1.8 Displays a sense of humor.</li><li>1.9 _____</li></ul>	<p>Comments:</p>
<p><b><u>Criterion 2: Job Performance</u></b></p> <p>The Department Chair demonstrates the ability to plan and organize tasks or programs, and through these efforts produces positive results.</p> <p><u>Indicators:</u> The evaluation process assesses the extent to which the Department Chair:</p> <ul style="list-style-type: none"><li>2.1 Is able to assume full responsibility for a task.</li><li>2.2 Is viewed by the schools and people with whom he or she works as highly competent.</li><li>2.3 Sets lofty but attainable goals and reaches them.</li><li>2.4 Demonstrates the ability to follow through on assigned tasks.</li><li>2.5 _____</li></ul>	<p>Comments:</p>
<p><b><u>Criterion 3: Professional Preparation and Commitment</u></b></p> <p>The Department Chair exhibits evidence of sufficient background and knowledge to allow him or her to be effective in the position.</p> <p><u>Indicators:</u> The evaluation process assesses the extent to which the Department Chair:</p> <ul style="list-style-type: none"><li>3.1 Demonstrates enthusiasm and interest in the position.</li><li>3.2 Keeps abreast of the new developments, ideas, and events related to his or her area.</li><li>3.3 Demonstrates a commitment to professional activities.</li><li>3.4 Demonstrates a commitment to the position.</li><li>3.5 _____</li></ul>	<p>Comments:</p>

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### **Criterion 4: Effort Toward Improvement**

The Department Chair demonstrates an awareness of his or her limitations and strengths and demonstrates continued professional growth.

Indicators: The evaluation process assesses the extent to which the Department Chair:

- 4.1 Identifies strengths, limitations, needs, etc. through continuous self-evaluation activities.
- 4.2 Responds to recommendations (if any) included in personnel evaluations.
- 4.3 Participates in activities sponsored by educational agencies and professional organizations.
- 4.4 Demonstrates a commitment to continuing professional growth through advanced course work, workshops, and attendance at professional meetings.
- 4.5 \_\_\_\_\_

Comments:

### **Criterion 5: Educational Service Unit #8 Improvement**

The Department Chair contributes to the improvement of Educational Service Unit #8 by exhibiting professional behavior qualities.

Indicators: The evaluation process assesses the extent to which the Department Chair:

- 5.1 Exhibits ability to anticipate future needs and plan accordingly.
- 5.2 Practices a leadership style which elicits respect from staff.
- 5.3 Practices goal setting.
- 5.4 Demonstrates a commitment to the continued improvement of the unit.
- 5.5 \_\_\_\_\_

Comments:

### **Criterion 6: Staff Relationships**

The Department Chair contributes to improved staff relationships by demonstrating professional interpersonal communication.

Indicators: The evaluation process assesses the extent to which the Department Chair:

- 6.1 Uses discretion when speaking of colleagues.
- 6.2 Uses discretion when speaking on matters affecting the welfare of the unit and staff.
- 6.3 Develops procedures to keep staff appropriately informed.
- 6.4 Is professional in all contacts with colleagues.
- 6.5 Has harmonious relationship with colleagues.
- 6. \_\_\_\_\_

Comments:

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<p><b><u>Criterion 7: Community-Unit Relations</u></b></p> <p>The Department Chair demonstrates an awareness of the importance on maintaining positive relations with the schools and the community he or she serves.</p> <p><u>Indicators:</u> The evaluation process assesses the extent to which the Department Chair:</p> <ul style="list-style-type: none"> <li>7.1 Is professional in all contacts with schools and school personnel.</li> <li>7.2 Strives to enhance communication with schools.</li> <li>7.3 Presents a favorable image.</li> <li>7.4 Does not indulge in derogatory remarks in public about people with whom they serve or are professionally associated.</li> <li>7.5 Has a definite and observable plan for public relations.</li> <li>7.6 _____</li> </ul>	<p>Comments:</p>
<p><b><u>Criterion 8: Administrative &amp; Management Skills</u></b></p> <p>The Department Chair demonstrates, in his or her performance, a competent level of knowledge and skill in planning, organizing, and managing the programs of Educational Service Unit #8.</p> <p><u>Indicators:</u> The evaluation process assesses the extent to which the Department Chair:</p> <ul style="list-style-type: none"> <li>8.1 Displays competent budget preparation and control.</li> <li>8.2 Gets along well with people.</li> <li>8.3 Is organized and demonstrates efficient time management.</li> <li>8.4 Demonstrates good judgment, common sense, and perception.</li> <li>8.5 Demonstrates good oral and written communication skills.</li> <li>8.6 Possesses the ability to make tough decisions and stand by the consequences.</li> <li>8.7 Follows board policy and administrative regulations.</li> <li>8.8 Exhibits competence in supervision and evaluation of personnel.</li> <li>8.9 Demonstrates ability to delegate tasks and responsibilities.</li> <li>8.10 _____</li> </ul>	<p>Comments:</p>
<p><b>Supervisor's Comments:</b>      Please write general comments and elaborate on employee performance. Also, review goals from previous evaluations and discuss achievement of these goals.</p>	

**Educational Service Unit #8  
Department Chair Evaluation**

Department Chair \_\_\_\_\_

Administrator \_\_\_\_\_

**Evaluation Summary:**

**1**

Meets ESU #8 Criteria

**2**

Does Not Meet ESU #8 Criteria

	1	2
1. Personal Qualities		
2. Job Performance		
3. Professional Preparation and Commitment		
4. Effort Toward Improvement		
5. ESU #8 Improvement		
6. Staff Relationships		
7. Community - ESU #8 Relations		
8. Administration and Management Skills		

Overall Rating:

☐

Outstanding Strength

☐

Needs Improvement

☐

Professional Attainment

☐

Unacceptable

Explanation of the above evaluation instrument:

A Department Chair "Meets ESU #8 Criteria" if at least 75% of indicators are met.

In order to qualify for an overall rating of "Outstanding Strength" or "Superior" a Department Chair must meet all ESU #8 Criteria.

If a Department Chair does not meet ESU #8 Criteria in two or three categories, an overall rating of "Needs Improvement" will be assigned. If a Department Chair does not meet ESU #8 Criteria in four or more categories, an "Unacceptable" rating will occur. If a serious breach of an ESU #8 criterion or repeated failure to improve in any one category occurs, an "Unacceptable" rating will be given.

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Chair

\_\_\_\_\_  
Date

NOTE: The Department Chair's signature indicates that he or she has seen the report and has been given a copy. It does not necessarily imply agreement with the contents thereof.

Comments: